



DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
P.O. BOX 149058
AUSTIN, TX 78714-9058

Date: November 14, 2008

To: All Federal Agencies Serviced by the Austin Financial Center

From: Robert C. Mange
Regional Director
Austin Financial Center (AFC)

Subject: HROC to KROC Cutover

A letter dated August 20, 2008, signed by Assistant Commissioners, Wanda J. Rogers and Rita Bratcher of our Washington office, was previously sent to you advising you of planned changes to the processing of bulk file payments. They informed you that Payment and Treasury Offset Program (TOP) file processing would move from the Hyattsville Regional Operations Center (HROC) to the Kansas City Regional Operations Center (KROC) on November 22, 2008. They also explained that initially the transfer of payments and debt processing to KROC would not require you to make any processing changes on your end.

In order to complete the migration of Payment and TOP processing on November 22, 2008, we must stop the processing of bulk payment files by 4:30 p.m., CST, on Friday, November 21, 2008. All bulk payment files, with a corresponding certification, received prior to the cutoff time will be processed in accordance with their payment date. Bulk file payments received after the cutoff time will not be processed until Monday, November 24 with a payment date of Tuesday, November 25. If you have bulk file payments that must be paid on Monday, November 24, please make sure you get the payment file, along with the certification, to us prior to the cutoff time. We apologize for any inconvenience.

In the August 20 letter, you were also informed that by January 31, 2009, all bulk file transmitters will need to submit their payment files to KROC. Between December 1, 2008, and January 31, 2009, the Financial Management Service (FMS) will be working with you to convert your submission of bulk file payments from HROC to KROC. This change will require you to alter network connections to FMS, modify scripts, and change security access for the transfer of payment files between us.

We are in the process of creating a tentative schedule with target conversion dates for Federal Program Agencies. In advance of your target conversion date, AFC will contact you to discuss the viability of the suggested conversion date, environmental changes you will have to make, test procedures, and the migration path to production.

If you have any questions regarding the movement of Payment and TOP file processing to KROC on November 22, 2008, or the transmission of bulk file payments to KROC by January 31, 2009, please contact Buck Buchanan at 512-342-7259 or our Help Desk at 512-342-7300